

# Technician Competency Assessment

Technician Name: \_\_\_\_\_

Date: \_\_\_\_\_

Facility/Location: \_\_\_\_\_

Examiner: \_\_\_\_\_

Inspection Item	✓ Description	Comments
<b>Recordkeeping</b>	Technician Certification (current/posted)	
<b>DOEHRS-HC</b>	Active user / Demonstrate DOEHRS-HC login	Delete inactive/invalid users.
	Accurate Audiologist/HCPM Admin default data	
	Demonstrate Add new user / update Examiner data	
	Current certification # in user profile	
	Accurate test facility UIC in user profile	
	UICs listed in DOEHRS PC are current	How is this validated? How often?
	Create, edit, & delete a UIC/WIC	Demonstrate ability.
	UIC database & SDOC list located on PC desktop	Demonstrate search proficiency.
	DoD components of UICs are not listed as "Other"	Must be USN, USMC, etc.
<b>Calibration</b>	Visual check of equipment	
	Functional Listening check	
	Biologic calibration check (DD2217)	Ensure accurate listener & audiometer info.
<b>Test Administration</b>	Pt instructions, prep, seating, headset placement	
	Correct entry / edit of patient demographic data	
	Hx / tinnitus questions answered by each patient	Not gundecked by technician.
	Import records / DR Inquire	
	Test administration and type (2215/2216/Non-HCP)	
	Perform manual audiometric testing	
	Demonstrate edit / delete audiogram	Know when this is appropriate to do.
	Tympanometry (perform, interpret, referral criteria)	If applicable.
	Patient Counseling / Disposition	Detailed explanation of test results.
	HC Education / Training	Appropriate/effective training delivered?
	Appropriate Audiology/Med Provider referral process	
<b>Reports</b>	End of Day report	Workload captured in Electronic Health Record
	Lists, Forms, Reports, Audit Trails	Understanding of purpose / utilization.
	Electronic Health Record SOAP notes	Review samples for accuracy/standardization
<b>Data Repository</b>	Current / Active DR Acct / Demonstrate DR login	User must have *.mil email account.
<b>Data Management</b>	Backup data to external or shared drive	Frequency / success.
	Daily data export / verification of success	Check DR upload history/status.
	Current database version verification	
<b>HPD's</b>	Otoscopy performed	Correct otoscopy technique observed?
	HPDs are re-fitted on STS patients	Correct fitting technique observed?
	Counseling on HPD care & use	
	Accurate HPD info recorded in DOEHRS	
	HPD fittings are documented in pt record	
<b>Coding</b>	Coding under correct clinic	
	Correct templates / ICD codes / CPT codes	
	Correct MEPRS code used in EHR and DMHRSi	

# Health Records Reviewed:

Errors Noted:

Evaluation Result (Check all that applies):  Pass  Fail  Re-train  Re-assess

Summary/Comments/Plan of Action:

HCT Signature: \_\_\_\_\_